



# MONTGOMERY COUNTY RECREATION DEPARTMENT

## Summer 2005 Swim Lessons



### Upper County Pool

Phone: 301-840-2446

**Outdoor Pool Swim Lesson Registration** processing will begin Monday, June 6, 2005 at 8:00am (non-county residents: June 7). Outdoor Pools will be open for registration June 6 from 8:00am-7:00pm and June 7 from 3:00-7:00pm. Registration at the pools will then continue during operating hours. Other methods of registration will be continuous. Phones will only be answered during operating hours. See the outdoor pool schedules on page 8 of the Guide.

**Indoor Pool Swim Lesson Registration** processing will begin Wednesday, May 18, 2005, at 6:30am. (non-county residents: May 19)

No registrations will be processed prior to this date. On-line registration is recommended. Registration information and form are included in this material.

### Pre-School

Designed for children 3-5 years of age. Basic water adjustment continues, but simple water skills are now emphasized. An adult in a swimsuit must accompany EACH student in the water.

#### 8 Sessions \$43.00

126276	Upper County P	6/26	Su	10:35am-11:05am
126277	Upper County P	7/4	M-Th	9:35am-10:05am
126278	Upper County P	7/18	M-Th	10:10am-10:40am

### Pre-Beginner-Level 1

Designed for children 4-6 years old or less than 50 inches tall. Parents DO NOT accompany children. This class is for students who need to learn basic water adjustment skills.

#### 8 Sessions \$52.00

126281	Upper County P	6/20	M-Th	9:00am-9:30am
126282	Upper County P	6/20	M-Th	9:35am-10:05am
126283	Upper County P	6/20	M-Th	10:10am-10:40am
126279	Upper County P	6/26	Su	10:00am-10:30am
126280	Upper County P	6/26	Su	10:35am-11:05am
126284	Upper County P	7/4	M-Th	9:00am-9:30am
126285	Upper County P	7/4	M-Th	9:35am-10:05am
126286	Upper County P	7/18	M-Th	9:00am-9:30am
126287	Upper County P	7/18	M-Th	9:35am-10:05am

### Pre-Beginner-Level 2

For children 4-6 years old or less than 50 inches tall. Parents DO NOT accompany children. For students who are already water adjusted. Students must be able to submerge for 3 seconds and float on their front.

#### 8 Sessions \$50.00

126290	Upper County P	6/20	M-Th	9:00am-9:30am
126291	Upper County P	6/20	M-Th	10:10am-10:40am
126288	Upper County P	6/26	Su	10:00am-10:30am
126289	Upper County P	6/26	Su	11:15am-11:45am
126292	Upper County P	7/4	M-Th	9:00am-9:30am
126293	Upper County P	7/4	M-Th	10:10am-10:40am
126294	Upper County P	7/18	M-Th	9:00am-9:30am
126295	Upper County P	7/18	M-Th	10:10am-10:40am

### Pre-Beginner-Level 3

For children 4-6 years old or less than 50 inches tall. Parents DO NOT accompany children. For students who can already swim a combined stroke on their front and back, using a kick and arm stroke for a minimum of 5 yards.

#### 8 Sessions \$50.00

126297	Upper County P	6/20	M-Th	9:35am-10:05am
126296	Upper County P	6/26	Su	11:15am-11:45am
126298	Upper County P	7/4	M-Th	10:10am-10:40am
126299	Upper County P	7/18	M-Th	9:35am-10:05am

Screening is available to evaluate the students abilities. Please call the lesson coordinator at 301-840-2446 to schedule a time (bring a suit and towel). Please read the course descriptions carefully. Select the course level for which the student has mastered all prerequisite skills. By choosing the appropriate level, the student will be more likely to succeed. Please check all course dates to determine which classes will best accommodate their needs. THERE ARE NO MAKE-UPS OR REFUNDS FOR MISSED CLASSES. Courses meet for eight 30 minute sessions with the goal to have six sessions due to weather. Morning classes are held on July 4th.

### Pre-Beginner-Level 4

For children 4-6 years old or less than 50 inches tall, who can already swim a coordinated front and back crawl for 15 yards (pool width) and are comfortable in deep water. Parents DO NOT accompany children.

#### 8 Sessions \$50.00

126300	Upper County P	7/18	M-Th	10:10am-10:40am
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### Youth-Level 1

For children at least 6 years old and at least 50 inches tall. Primarily taught in the Main Pool, this class is for students who need to learn basic water adjustment skills.

#### 8 Sessions \$45.00

126301	Upper County P	6/20	M-Th	9:00am-9:30am
126302	Upper County P	7/4	M-Th	10:10am-10:40am

### Youth-Level 2

Designed for children at least 6 years old and at least 50 inches tall. These classes are primarily taught in the Main Pool. This class is for students who are already water adjusted. Students must be able to submerge for 3 seconds and float on their front.

#### 8 Sessions \$45.00

126303	Upper County P	6/20	M-Th	9:35am-10:05am
126304	Upper County P	7/4	M-Th	9:00am-9:30am
126305	Upper County P	7/18	M-Th	9:00am-9:30am

### Youth-Level 3

Designed for children at least 6 years old and at least 50 inches tall. These classes are primarily taught in the Main Pool. This class is for students who can already swim a combined stroke on their front and back, using a kick and arm stroke for a minimum of 5 yards.

#### 8 Sessions \$43.00

126306	Upper County P	6/20	M-Th	10:10am-10:40am
126307	Upper County P	7/4	M-Th	9:35am-10:05am
126308	Upper County P	7/18	M-Th	9:35am-10:05am

# RECREATION DEPARTMENT

## Registration Form

☐ Check here if new address/phone/email. **Please print.** This form may be duplicated.

PAYER'S: Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

PARTICIPANT'S: Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 (if under 18 years) Mother's Name \_\_\_\_\_ Email \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
 Father's Name \_\_\_\_\_ Email \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Participant's Name (last, first)	Birthdate mm/dd/yy	Sex m/f	School Attending	Grade	Activity Name	Course Number	Location	Start Date	Start Time	Fees*

\*If you are a non-resident, include an additional \$10.00 per participant in the fee for each activity.

☐ Check or Money Order payable to MCRD, Attn: Registrar, 4010 Randolph Road, Silver Spring, MD 20902. Total Amount Due: \$  

☐ Master Card ☐ Visa Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

CARDHOLDER: Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

If paying by credit card, you may **fax** your registration form to **240-777-6818**. If you need help completing this form, please call 240-777-6840.

The participant assumes all risks associated with participation in the program; the County assumes no liability for injury or damages arising from participation in the program. Due to the strenuous nature of some activities, the County encourages each participant to consult his or her physician concerning fitness to participate in the program. The participant consents to emergency treatment. The participant also consents to the County's use of any photographs taken or video tapes made of the program. If the participant is a minor, the parent or guardian approves his or her participation in the program. Neither the instructor nor any of the staff are responsible for children prior to or after the scheduled program.

Participant or Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# REGISTRATION INFORMATION

## Five Ways to Register



**RecWeb** Online registration at <http://recweb.montgomerycountymd.gov>. Internet users must pay their account in full. If you need additional information, call 240-777-6840.



**STARline** members may register by using our telephone automated registration system. To become a STARline member, complete the application on the next page. STARline users must pay their account in full. STARline registration number is 240-777-8277.



### **Fax 240-777-6818**

Faxed registrations must be paid by VISA or MasterCard. Due to high volume, we are unable to confirm receipt of faxes. To avoid duplication, do not mail your original form.



### **Mail or drop off:**

Montgomery County Recreation Department  
Attention: Registrar  
4010 Randolph Road  
Silver Spring, MD 20902-1099



### **Full Service in person:**

Montgomery County Recreation Department  
Administrative Office  
4010 Randolph Road  
Silver Spring, MD 20902-1099

Monday-Friday, 8:30am-5:00pm

Registration is also available at all Regional Service Centers.

4 Financial assistance is available to county residents who are recipients of assistance from other Montgomery County agencies. Eligibility is based on proof of that assistance. A financial assistance application form may be picked up at any recreation office, community center, or swim center. You may also obtain an application by calling 240-777-6840; or through the internet: [montgomerycountymd.gov/rec](http://montgomerycountymd.gov/rec).

5 The Department of Recreation reserves the right to pursue all available options to collect any funds owed as the result of a dishonored check or credit card, charges incurred due to unsubstantiated credit card disputes, or any outstanding debt.

If your check is returned unpaid, your account will be debited electronically for the original check amount and electronically or via paper for the state's maximum allowable service fee. Payment by check constitutes authorization of these transactions. You may revoke your authorization by calling 800-666-5222 ext. 2 to arrange payment due for any outstanding checks and service fees due.

### **Withdrawal Policy**

This withdrawal policy pertains to all Recreation Department programs unless otherwise noted in the program description or facility rental agreement. You may elect to receive a credit on your Recreation account for future programs or a refund which may be subject to a withdrawal fee equal to 20% of the program cost.

1. If your written withdrawal request is received more than seven days before the start date of the program, you will receive a full credit to your Recreation account. A refund of credit is subject to a fee equal to 20% of the program cost.
2. If your written withdrawal request is received seven days or less before the start date of the program, you will be charged a withdrawal fee equal to 20% of the program cost for a credit or a refund.
3. If your written request is received on or after the start date of the program, your credit will be pro-rated based on the date the request is received in addition to the 20% withdrawal fee. No credit is given for previous program days missed. No withdrawal requests will be considered after the last scheduled date of the program.
4. If the Department cancels a program, changes a location or time and you can not attend, or the program is full, you will receive a full credit or refund.
5. You may process your own withdrawal online more than seven days before the start date of the program (no withdrawal fees) at [recweb.montgomerycountymd.gov](http://recweb.montgomerycountymd.gov).

Mail your written withdrawal request to Montgomery County Recreation Department, Attention: Refund Request, 4010 Randolph Road, Silver Spring, MD 20902; or fax to 240-777-6818; or email to [rec.refund@montgomerycountymd.gov](mailto:rec.refund@montgomerycountymd.gov). This request must include the participant's name, payer's name, address, phone number, course number, reason for withdrawal, and specify credit or refund.

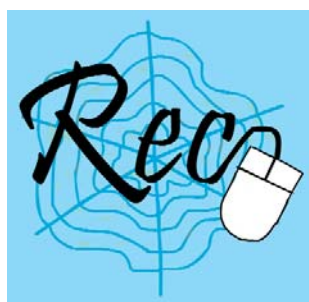
All refunds will be issued to the payer in the same form (check or charge) as the payment was received. Refunds will be processed within 2-3 weeks of receipt of your written request.

### **Registration Confirmation**

Confirmations will be mailed as registrations are processed. If you do not receive your confirmation, call 240-777-6840. A waiting list notification will be sent to you if you do not get placed.

### **Payment Information**

- 1 Full payment must be made at time of registration. Do not submit registrations and/or payments to the instructor at the program. (See *Five Ways to Register*, above.)
- 2 Non-county residents must pay an additional \$10.00 per participant per activity.
- 3 Make checks and money orders payable to MCRD. Checks and money orders must include name, address, home and work telephone numbers, driver's license number, and participant's full name.  
VISA or MasterCard payments are accepted. Registration form must include correct credit card number, expiration date, authorized signature, and authorized amount.



## Internet Registration

**You're only a few clicks away!**

You need access to the internet and your Customer Number and Account PIN (Personal Identification Number).

Forgot your account information? Call us at 240-777-6840

If you don't have an account, it's easy to set one up. Go to [montgomerycountymd.gov](http://montgomerycountymd.gov) and select the 'Culture & Leisure' tab. Click on 'RecWeb Registration.' Click on the 'Create Account' link and complete the new account form. An account will be created and we will send you an email with your account information needed to logon to RecWeb.

All registrations and all debts owed on your account must be paid for in full at the time of registration.



**240-777-8277**

### Fast and Convenient

Just fill out and sign the form below, and return this page to our office as soon as possible. You can fax it to us at 240-777-6857. We will set up your family as STARline participants and mail you a packet that includes, easy to follow, complete instructions for registering via STARline.

#### FAMILY MEMBER INFORMATION FORM: Please list all family members.

Last Name	First Name	Birthdate	Grade	Sex M/F
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

When you register for classes using STARline, payment in full must be made by Visa or Mastercard. Access to your account will be via a Personal Identification Number (PIN ). This PIN will serve as your electronic signature. Your signature below is an agreement to authorize Montgomery County Department of Recreation to process your payment.

Cardholder/Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Your use of RecWeb or STARline to register for programs offered by the Recreation Department will be deemed your agreement to the following: The County assumes no liability for injuries or damages arising from the results of participation. Due to the strenuous nature of some activities, the participant is urged to consult his/her physician concerning fitness to participate. All activities present inherent risks and hazards, which the participant assumes. I hereby approve of my child's participation in this Recreation program and consent to emergency treatment for my child on my behalf. To the best of my knowledge there are no physical or other conditions, which will interfere with my child's participation. I understand that the Department may use photographs/videos taken of Recreation programs.

**For more information about RecWeb or STARline, call us at 240-777-6840.  
We'll be happy to answer any questions you may have.**